

# SFA CIO IT SERVICES

New Services Work Order (NSWO)  
BUDGET CODE \_\_\_\_\_

NSWO Control # \_\_\_\_\_  
(Will be assigned by CSC)  
Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_

To be completed by Requester

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Please Print

Request Description: (Include any related attachments)

BUDGET CODE \_\_\_\_\_ PO# \_\_\_\_\_

Reason for Request:

To be completed by VDC Manager

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Please Print

ITRB Approval\* \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Please Print

\*Note - All services for \$250,000 or more must be presented to the ITRB for approval

To be completed by VDC Manager:

\_\_\_\_Application/Database Support \_\_\_\_Networking Services \_\_\_\_Mainframe \_\_\_\_Mid-range  
\_\_\_\_Software Purchase \_\_\_\_Hardware Purchase \_\_\_\_Security Information Provided

Comments:

Process for the requester:

Upon completion of the top section of this form, forward to the VDC COTR and to the ITRB for signatures. The VDC COTR will submit the signed form to the Contracting Officer.

CO Authorization \_\_\_\_\_

Start work date for new services effective \_\_\_\_\_

COTR/Contracting Officer Comments: